



DEPARTMENT OF THE ARMY
UNITED STATES ARMY SIGNAL ACTIVITY-MILITARY DISTRICT OF WASHINGTON
HEADQUARTERS AND HEADQUARTERS COMPANY
200 McNAIR ROAD
FORT MYER, VA 22111

REPLY TO
ATTENTION OF

ANIM-HH

_____ 2002

MEMORANDUM FOR THRU First Sergeant, HHC, USASA-MDW

FOR Commander, HHC, USASA-MDW-EOM

SUBJECT: Request for Leave/Pass, Name _____
Rank _____, SSN _____.

1. I request Administrative Leave, Ordinary Leave, Transitional Leave, Permissive TDY, 3 Day Pass, 4 Day Pass, Coverage Pass (Circle One).

2. The following information is provided:
Numbers of days requesting _____ days from _____ 2002 to _____ 2002. I have _____ days of accrued leave.

My leave address and phone number is

3. Reason for request of Leave/Pass:

4. Supervisor(s) Recommendation

Supervisor approved/disapproved _____

NCOIC approved/disapproved _____

First Sergeant approved/disapproved _____

Company Commander approved/disapproved _____

5. I understand that my request for leave/pass must be submitted to the Orderly Room **NLT 10 Days prior to request start date.**

6. I understand that it is recommended that I do not overindulge in alcoholic beverages, nor abuse any illegal drugs while on leave/pass.

(Signature of Service Member)